

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST*Please read instructions on reverse before completing form.*

1. REQUEST NUMBER	2. TYPE OF REQUEST (X one)		3. DATE COMPLETED (YYMMDD)			
	a. INITIAL	b. APPEAL				
4. CLERICAL HOURS (E-9/GS-8 and below)		TOTAL HOURS (1)	X \$12.00 =	HOURLY RATE (2)	COST (3)	
a. SEARCH				*		
b. REVIEW/EXCISING				**		
c. CORRESPONDENCE AND FORMS PREPARATION						
d. OTHER ACTIVITY						
5. PROFESSIONAL HOURS (0-1 - 0-6/GS-9 - GS/GM-15)		TOTAL HOURS (1)	X \$25.00 =	HOURLY RATE (2)	COST (3)	
a. SEARCH				*		
b. REVIEW/EXCISING				**		
c. COORDINATION/APPROVAL/DENIAL						
d. OTHER ACTIVITY						
6. EXECUTIVE HOURS (0-7/GS/GM-16/ES 1 and above)		TOTAL HOURS (1)	X \$45.00 =	HOURLY RATE (2)	COST (3)	
a. SEARCH				*		
b. REVIEW/EXCISING				**		
c. COORDINATION/APPROVAL/DENIAL						
7. COMPUTER SEARCH		TOTAL HOURS (1)	X \$12.00 =	HOURLY RATE (2)	COST (3)	
a. MACHINE HOURS				*		
b. PROGRAMMER/OPERATOR TIME				**		
(1) Clerical				*		
(2) Professional			*			
8. OFFICE COPY REPRODUCTION		NUMBER (1)	X .15 =	RATE (2)	COST (3)	
a. PAGES REPRODUCED				*		
9. MICROFICHE REPRODUCTION		NUMBER (1)		X .25 =	RATE (2)	COST (3)
a. MICROFICHE REPRODUCED					*	
10. PRINTED RECORDS		TOTAL PAGES (1)	X .02 =		RATE (2)	COST (3)
a. FORMS					*	
b. PUBLICATIONS				*		
c. REPORTS				*		
11. COMPUTER COPY		NUMBER (1)	X [] =	ACTUAL COST (2)	COST (3)	
a. TAPE				*		
b. PRINTOUT				*		
12. AUDIOVISUAL MATERIALS		NUMBER (1)		X [] =	ACTUAL COST (2)	COST (3)
a. MATERIALS REPRODUCED			*			
13. For FOI Office Use Only						
a. SEARCH FEES PAID					f. TOTAL COLLECTABLE COSTS	
b. REVIEW FEES PAID				g. TOTAL PROCESSING COSTS		
c. COPY FEES PAID				h. TOTAL CHARGED		
d. TOTAL PAID				i. FEES WAIVED/REDUCED (X one)	Yes	No
e. DATE PAID (MM/DD/YY)				* Chargeable to all requesters after application of all waiver		